STAAR
Alternate 2

Introduction

General Information about STAAR Alternate 2

The State of Texas Assessments of Academic Readiness Alternate 2 (STAAR Alternate 2) fulfills federal requirements of both the Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Education Act (IDEA). ESEA requires that all students be assessed in specific grades and subjects throughout their academic career, whereas IDEA requires that students with disabilities have access to the same standards as their non-disabled peers and be included in statewide assessments.

STAAR Alternate 2 is a standardized item-based assessment administered individually to each eligible student enrolled in grades 3–8 and end-of-course (EOC) subjects. STAAR Alternate 2 is administered to eligible students with significant cognitive disabilities who are receiving special education services in the following grades and subjects:

- grades 3–8 reading
- grades 3–8 mathematics
- grades 5 and 8 science
- grade 8 social studies
- grades 4 and 7 writing
- Algebra I, English I, English II, biology, and U.S. history EOC assessments

This manual is set up to represent a chronological checklist. You will see both District Coordinator (DC) and Campus Coordinator (CC) checklists; the DC and CC icons indicate which checklist you are reading. If both the district coordinator and campus coordinator icons are used with a checklist item, either coordinator or both may be responsible for completing the task.

Scheduling

Each district is responsible for determining when each subject and grade-level test is administered during the three-week test administration window. Testing personnel will submit student scoring information, accommodations, and other data through the online testing system.

Key STAAR Alternate 2 Dates

Activity	Date
Enrollment Collection	October 12–November 13, 2015
Student Data File Upload (Student Registration) Begins	January 18
Districts Receive Materials List (posted online only)	February 26
Materials Due in District	February 29–March 4
End date for Campus Coordinator Training	March 4
Test Session Setup Begins for Online Transcription Forms	March 7
Deadline for Security Training	March 11
End Date for Test Administrator Training*	March 18
STAAR Alternate 2 Preview Window	March 21–April 1
Proctor Caching Available for Online Transcription Forms	March 21
STAAR Alternate 2 Assessment Window	April 4–April 22
Districts Ship All STAAR Alternate 2 Materials	April 29

*Test Administrators must receive training before previewing test materials.

STAAR Alternate 2 Resources

Educator Guide to STAAR Alternate 2

Accommodations

Information on STAAR Alternate 2 and accommodations can be found in the *Educator Guide to STAAR Alternate 2* and online on the TEA's STAAR Alternate 2 Resources webpage.

Students Testing in a Co-op

When students from multiple districts or campuses are instructed and tested at a central location, additional considerations must be made in planning for the STAAR Alternate 2 administration.

- The district or campus where the student is testing should include the student in enrollment counts. This ensures that the testing location will receive enough materials for all students.
- If additional materials are needed, the testing district should use district overage or place an additional order for materials.
- The district or campus where the student is testing should register the student in the online system and complete all STAAR Alternate 2 online activities for the student, including entering scoring information and marking accommodations.
- The Reporting CDC field on the *Register Students* page should be completed with the student's home campus number so the student's assessment results will be reported correctly.

Training

Prepare for and attend district coordinator training.

☐ Review the Manual

- Read this manual, review additional resources available online, and become familiar with policy and procedure highlights before the training session.
- Know the different roles and responsibilities of individuals participating in testing.

☐ Review the *Test Security Supplement*

- Review the *Test Security Supplement* for detailed information regarding the requirements for maintaining the security and confidentiality of the Texas student assessment program.

☐ Review the TAC

- Become familiar with the sections of the TAC addressing eligibility requirements for assessments, testing accommodations, and testing requirements for graduation.

☐ Review Resources for Online Activities

- Study the *STAAR Alternate 2 Assessment Management System User's Guide*, which provides details for navigating and using resources of the STAAR Alternate 2 Assessment Management System.

☐ Attend Training

- All district coordinators must attend training annually.
- If you have not received notice of the date and location of the district coordinator training session for your region, contact your ESC. Training should be held by the date specified on the Calendar of Events.
- Bring this manual to the session.

Coordinator Manual Resources

Texas Administrative Code

Test Security Supplement

Technology Information

STAAR Alternate 2 Assessment Management System

STAAR Alternate 2 Assessment Management System User's Guide

Calendar of Events

☐ Review and Sign Oath

- Understand your obligations concerning test security and confidentiality.
- Initial each item on the oath as completed.
- Sign your oath in the appropriate section after training and before handling secure test materials.
- Sign your oath in the appropriate section after testing has concluded for the calendar year.

DC Prepare for and conduct campus coordinator training.

☐ Designate Campus Coordinators

- This should be done in cooperation with your school district's principals.
- Campus coordinator responsibilities include
  - serving as a liaison between the district coordinator and campus personnel for test-related communications,
  - monitoring and maintaining test security,
  - designating and training test administrators,
  - preparing and distributing test materials on the campus for each administration,
  - coordinating online administration activities on the campus, and
  - preparing testing materials for return to the district coordinator at the conclusion of test administrations.

Oaths

Coordinator Manual Resources

☐ Schedule Training Sessions

- Campus coordinators are required to receive annual training on test security and general testing procedures, as well as procedures unique to specific testing circumstances.
- Schedule sessions by the dates specified on the Calendar of Events.
- Campus coordinators must initial and sign an oath following training on test security and general testing procedures and before handling secure test materials.

Calendar of Events

☐ Distribute Manuals

- Distribute this manual to campus coordinators to read before their training sessions. Campus coordinators should also read the non-secure front matter from the *STAAR Alternate 2 Test Administrator Manual*, available on the TEA's Coordinator Manual Resources webpage.

Group training must include only the non-secure front matter from the *STAAR Alternate 2 Test Administrator Manual* located on the TEA's Coordinator Manual Resources webpage. The test instructions located in the back of each test administrator manual are considered secure and may be viewed only by the test administrator during the preview and testing windows.

☐ Prepare for and Conduct Training Sessions

Required topics for test administrator training session(s) are listed below and can also be found online in the Planning Sheet for Campus Coordinator Training.

- Roles and responsibilities
    - campus coordinator responsibilities
    - principal responsibilities
    - test administrator responsibilities
    - technology staff responsibilities
    - support staff responsibilities (for example, hall monitors and office staff)
- Test security
    - test confidentiality requirements
    - test security policies, procedures, and oaths
    - secure materials preview period
    - STAAR Alternate 2 Materials Control Form
- Scheduling test administrations
    - testing dates
    - administering individual tests in more than one session
    - setting up testing across grades and subjects
- Preparing for test administrations
    - identifying eligible students
    - receiving, distributing, and storing test materials
    - ensuring that testing personnel have students' most up-to-date testing requirements
    - reviewing secure materials during the preview period
    - preparing for online activities (for example, setting up test sessions and verifying student data)
- Testing with accommodations
    - understanding allowable test administration procedures and materials
    - understanding accommodation policies

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Planning Sheet for Campus Coordinator Training

STAAR Alternate 2 Materials Control Form

STAAR Alternate 2 Resources

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STAAR Alternate 2 Scoring Document

Test Security Supplement

Coordinator Manual Resources

Texas Administrative Code

  - ensuring that testing personnel have a current list of each student's testing accommodations
  - collecting and preparing test accommodations
  - preparing testing locations for students who need certain accommodations
- Monitoring test administrations
  - determining the availability of personnel (testing coordinators, principals, other district administrators) to serve as monitors during the preview period and the testing window
  - detailing the procedures for monitoring test administrations
  - using the STAAR Alternate 2 Scoring Document
  - ensuring that testing personnel can enter student data online
  - verifying student responses entered into an online transcription form
- Returning materials to district coordinator

CC Prepare for and attend campus coordinator training.

☐ Review Manuals and Online Resources

- Read this manual and the non-secure front matter from the *STAAR Alternate 2 Test Administrator Manual*, available on the TEA's Coordinator Manual Resources webpage. Also review additional resources available online and become familiar with policy and procedure highlights before the training session.

- Know the different roles and responsibilities of individuals participating in testing at your campus.

☐ Review the *Test Security Supplement*

- Review the *Test Security Supplement* for detailed information regarding the requirements for maintaining the security and confidentiality of the Texas student assessment program.

☐ Review the TAC

- Become familiar with the sections of the TAC addressing eligibility requirements for assessments, testing accommodations, and testing requirements for graduation.

☐ Review Resources for Online Activities

- Study the *Assessment Management System User's Guide*, which provides details for navigating and using resources of the Assessment Management System.

☐ Attend Training

- Campus coordinators are required to receive annual training on test security and general testing procedures, as well as procedures unique to specific testing circumstances.
- District coordinators will schedule training sessions by the dates specified on the Calendar of Events.
- Campus coordinators should bring this manual and the non-secure front matter from the *STAAR Alternate 2 Test Administrator Manual* to the session.

☐ Review and Sign Oath

- Understand your obligations concerning test security and confidentiality. Become familiar with the "Test Security and Confidentiality Requirements" section in this manual.
- Initial each item on the oath as completed.
- Sign your oath in the appropriate section after training and before handling secure test materials.
- Sign your oath in the appropriate section after testing has concluded for the calendar year.

Assessment Management System User's Guide

Oaths

CC Prepare for and conduct principal and test administrator training.

☐ Designate Test Administrators

- This should be done in cooperation with your school's principal.
- Test administrators must hold valid education credentials, such as Texas educator certificates and permits.
- District or campus personnel who do not hold the appropriate credentials may administer tests under the supervision of a professional who does meet the criteria.

- The STAAR Alternate 2 test administrator must routinely work with the student and be familiar with his or her needs. The administrator will typically be the student's teacher for the subject being tested. Test administrators may include
  - teachers (including those who hold teaching permits or probationary certificates),
  - counselors,
  - librarians,
  - paraprofessionals,
  - related service staff,
  - substitute teachers, and
  - other professional educators (such as retired teachers).
- Test administrators must initial and sign the test administrator oath following training on test security and general testing procedures and before handling secure test materials.
- Because administering STAAR Alternate 2 requires viewing secure test materials, test administrators must confirm compliance with state confidentiality requirements by initialing and signing the additional statements provided on the oath.
- The STAAR Alternate 2 test administrator should be the student's teacher for the subject being tested and must have a high level of familiarity with the student so that testing accommodations can be prepared appropriately and the student's typical response modes can be understood.
- Certified and noncertified paraprofessionals and related service staff who are currently employed by the district and routinely work with students in the classroom may serve as test administrators or test administrator assistants. The test administrator assistant can provide assistance to the test administrator such as preparing allowable accommodations, manipulating materials during the testing session, translating or signing information for the student, and providing behavior management. All test administrator assistants must be trained in test security and administration procedures prior to the assessment and must have signed the oath of test security and confidentiality.
- Certified and noncertified paraprofessionals may serve as test administrators or assistants only if they are trained in test administration procedures and sign the oath. Paraprofessionals must be supervised, either directly or indirectly, by a certified professional on the same campus throughout the test administration.

☐ Schedule Principal and Test Administrator Training Sessions

Calendar of Events

- Principals are required to receive annual training in test security and general testing procedures; each principal must sign an oath.
- Test administrators are required to receive annual training in test security and general testing procedures, as well as procedures unique to specific types of tests and testing circumstances.
- Schedule sessions by the dates specified on the Calendar of Events.

☐ Distribute Test Administrator Manual Material

- The STAAR Alternate 2 test administrator manuals are secure materials.
- Distribute the non-secure front matter from *the STAAR Alternate 2 Test Administrator Manual* (available on the TEA's Coordinator Manual Resources webpage) early enough to allow sufficient time before training sessions for all test administrators to read the material thoroughly.
- Use the front matter of the test administrator manuals in your training sessions.

> Group training must include only the non-secure front matter from the *STAAR Alternate 2 Test Administrator Manual* located on the TEA's Coordinator Manual Resources webpage. The test instructions located in the back of each test administrator manual are considered secure and may be viewed only by the test administrator during the preview and testing window.

☐ Direct Designated Test Administrators to Review Online Resources

Refer test administrators to the appropriate sections of the following resources.

- The *Assessment Management System User's Guide* for creating test sessions, completing score code information, and understanding additional resources of the Assessment Management System

Oaths

Coordinator Manual Resources

Assessment Management System User's Guide

☐ Conduct Principal and Test Administrator Training Sessions

Suggested topics are listed below.

- Principal responsibilities include
    - ensuring that test security is maintained;
    - overseeing the implementation of the test administration process stated in this manual, the test administrator manuals, and the *Test Security Supplement*;
    - establishing, in conjunction with the campus coordinator, test administration processes specific to the campus;
    - overseeing the training of campus personnel, in cooperation with the campus coordinator; and
    - reporting any suspected violation of test security to the district coordinator.

- Test administrator responsibilities include
  - maintaining security of test materials until returned to the coordinator,
  - preparing test materials for each administration,
  - implementing the test administration processes and procedures stated in the manuals,
  - monitoring and maintaining test security,
  - reporting any suspected violation of test security to the campus coordinator,
  - transcribing student responses into an online transcription form, and
  - preparing test materials for return to the campus coordinator at the conclusion of test administrations.
- Test security
  - test security procedures and oaths
  - STAAR Alternate 2 Materials Control Form
  - response to testing irregularities
  - consequences of cheating
- Scheduling test administrations
  - testing window
  - administering individual tests in more than one session
  - setting up testing across grades and subjects
- Preparing for test administrations
  - identifying eligible students
  - receiving and storing test materials
  - preparing for administrations in alternative education settings
- Testing with accommodations
  - understanding allowable test administration procedures and materials
  - understanding accommodation policies
  - ensuring that testing personnel have a current list of each student’s testing accommodations
  - reviewing secure materials during the preview period and preparing accommodations for eligible students
  - collecting materials and preparing test accommodations
  - preparing testing locations for students who need certain accommodations or allowable procedures

STAAR Alternate 2 Materials Control Form

Administrations in Alternative Education Settings

STAAR Alternate 2 Scoring Document

STAAR Alternate 2 Resources

- Monitoring test administrations
  - determining the availability of personnel (testing coordinators, principals, other district administrators) to serve as monitors
  - detailing the procedures for monitoring test administrations
  - using the STAAR Alternate 2 Scoring Document
  - setting up and managing test sessions
  - updating student demographic information in the Assessment Management System
  - transcribing student scoring information and assessment data into the online system
- Returning materials to the campus coordinator

DC CC Prepare for and conduct technology staff training.

☐ Designate Technology Staff

- Technology staff are responsible for ensuring that
  - administrative rights necessary for installing software are obtained;
  - network infrastructure and computers have been assessed and meet the minimum system requirements; and
  - all testing software is properly installed, configured, and tested.
- Technology staff should be available for assistance before and during test sessions to address technology problems that might occur during testing.
- Ensure technology staff sign the technology oath.

☐ Schedule and Conduct Training Sessions

- Technology staff are required to receive annual training on test security and general testing procedures and sign the technology oath.
- Schedule sessions well in advance of test administrations to allow sufficient time to prepare campuses for online administrations.

☐ Direct Technology Staff to Review Online Resources

- Technology staff should review the *Assessment Management System User's Guide* for information on navigating and using resources of the Assessment Management System and conducting online administrations.

Assessment Management System User's Guide

❏ Receive Login Information and Assign User Access to the Assessment Management System

- New district coordinators receive a user account email notification with instructions for establishing a password for the Assessment Management System.
- If you have not been assigned a username, you must contact the Customer Service Center at 800-627-0225.
- Refer to the *Assessment Management System User's Guide* for more information about logging in to the system for the first time and creating user accounts.
- District coordinators create accounts for campus coordinators.

Prepare for Administration

NOTES

DC Review and confirm materials needed.

☐ Review Materials List

- The materials list indicates quantities of materials that will be shipped for each administration, including a limited district overage.
- The materials list is available on the Assessment Management System approximately one month prior to a test administration. Refer to the Calendar of Events for when to expect the materials list to be available.

☐ Ensure Quantities of Test Materials

- Contact each campus coordinator to confirm that quantities of test materials are sufficient for the assessment of all eligible students at each campus. This includes students enrolled in special education cooperatives.
- Compile a list of any additional materials that are needed and order by the deadline as posted on the Calendar of Events.

> Quantities shown on the materials list cannot be decreased. Any overages can be used to resolve shortages on campuses.

DC Receive, verify, and distribute shipment of test materials.

☐ Receive Test Materials

- Refer to the Calendar of Events for dates of when to expect shipments.
- The shipments will include these testing materials:
  - Box 1 (white box)
    - district packing list
    - pallet detail report
    - return carrier memo
    - return labels
  - District overage box
    - limited number of test materials for resolving shortages

Assessment Management System

Calendar of Events

STAAR Alternate 2 Scoring Document

    - Campus box
        - campus packing list
        - student booklets
        - secure STAAR Alternate 2 test administrator manuals
        - STAAR Alternate 2 Scoring Document blackline master
- Depending on the size of a campus, the boxes may be packed differently.

☐ Verify the Quantities of Testing Materials Boxes in Your Shipment

- Locate the district packing list inside Box 1 (white box) and verify the number of boxes received.
    - This list specifies the types and quantities of materials shipped and the range of security numbers assigned to each campus and to the district overage for STAAR Alternate 2 student booklets and secure test administrator manuals.
- You do not need to open campus boxes to verify the contents. Campus coordinators will verify student booklet quantities.
- If a discrepancy is found, report it to the Customer Service Center immediately by calling 800-627-0225.

☐ Distribute Test Materials to Campuses

- Make sure all campus coordinators inventory materials immediately using the campus packing list. Campuses should verify that the secure test materials received match the quantity indicated on the campus packing list.
- Instruct campus coordinators to immediately report to you any discrepancy between their individual campus packing list and the contents of their boxes.
- If a discrepancy is found, report it to the Customer Service Center immediately by calling 800-627-0225.

☐ Resolve Shortages

- Wait until campus coordinators have opened their boxes and checked their individual packing lists before you begin to resolve shortages.
- Eliminate shortages for a particular campus by first providing test materials from the district overage. Test materials can only be moved from one campus to another if the two campuses are assigned the same test form number. For example, materials can be moved between two campuses that have been assigned form 2 for grade 3 mathematics.
- Student booklets may not be duplicated to resolve shortages.

Keep secure test materials in locked storage when not in use.

☐ Order Additional Materials for Your District

- Before each test administration, compile a list of any additional materials needed for all campuses in your district, including, but not limited to the following:
    - student booklets
    - secure STAAR Alternate 2 test administrator manuals for each grade
    - shipping labels
- Order additional materials through the Assessment Management System. Refer to the Calendar of Events for deadlines for ordering additional materials. Materials ordered after the deadline are not guaranteed delivery by the test date.

CC Receive and verify shipment of test materials.

☐ Verify Shipment of Test Materials

- Open the boxes carefully. These boxes will be used to return test materials to the district coordinator after testing has been completed.
- Use the campus packing list for each shipment to verify that all materials are included in the boxes you receive.
- Verify that all secure test materials are contained in the boxes as listed on the packing list.
    - Each package of student booklets and STAAR Alternate 2 test administrator manuals is sealed in plastic. Do not open the sealed packages until the preview window begins.
    - A white form is visible through the plastic wrap. Verify that the quantity of materials in each package matches the quantity indicated on the white form by counting the materials through the plastic.
    - Verify that the nine-digit security number range stated on each white form matches the range of numbers on the packing list.
    - If you find a discrepancy between your campus packing list and the secure test materials you receive, report the discrepancy immediately to your district coordinator.
- Retain the packing list.

Keep secure test materials in locked storage when not in use.

Assessment Management System

Calendar of Events

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☐ Alert District Coordinator to Shortages of Secure Materials

- When the additional test materials arrive, update your original packing list with the nine-digit security number range on the additional test materials.

CC Prepare for test administration.

☐ Arrange for Testing Areas

- Confer with your campus principal to arrange appropriate testing areas. Ensure that they are properly prepared.
- Each student should be sufficiently separated from other students to work without distraction.
- Activities that would interfere with testing conditions should be scheduled for another time.

☐ Distribute Materials to Test Administrators

- Test administrators need to preview the STAAR Alternate 2 test materials to become familiar with the test and to prepare for any necessary accommodations. Test materials should be checked out during the preview period in order for the test administrator to become familiar with the test and prepare testing accommodations. Test materials must be checked in at the end of each day and kept in locked, secure storage throughout the day when not in use. Materials to be provided to STAAR Alternate 2 test administrators include:
    - student booklet and secure *STAAR Alternate 2 Test Administrator Manual* for each grade, subject, or course tested
    - STAAR Alternate 2 Scoring Documents
    - any additional TEA-authorized materials needed for administering the test
- Use the STAAR Alternate 2 Materials Control Form to ensure security of the test materials.
    - The form may be duplicated as needed. A separate form should be used for each test administrator. The same form can be used for the preview and testing windows.
    - The STAAR Alternate 2 Materials Control Form must be used during the preview and testing windows to account for test materials as they are checked out and in by test administrators.
    - Test administrators can use the preview and testing windows to prepare accommodations prior to administering the assessment.
    - Test materials must be returned to the campus coordinator at the end of each day and kept in locked, secure storage throughout the day when not in use.

WWW

STAAR Alternate 2 Scoring Document

STAAR Alternate 2 Materials Control Form

- Locate and record the nine-digit security number printed on the secure test materials as shown below. The digit after the hyphen is used only as a check digit and should be ignored.

10000 0000 –1

- Test administrators must verify that they have received the exact number of secure test materials recorded as issued, and initial the “Out” box. The test administrators’ initials also signify that they have signed their security oaths.
- Retain completed STAAR Alternate 2 Materials Control Forms for your records.

STAAR Alternate 2 Materials Control Form

> Test administrators are responsible for student booklets and STAAR Alternate 2 test administrator manuals until they are returned to you. When the materials are returned, you must initial the “In” box. Your initials indicate that the test administrators have returned all secure test materials checked out to them as listed on the STAAR Alternate 2 Materials Control Form.

2016 STAAR ALTERNATE 2 MATERIALS CONTROL FORM

STAAR Alternate 2 test administrator manuals and student test booklets are secure documents. Use this form (one form for each STAAR Alternate 2 test administrator) to account for the distribution of these materials during both the preview and testing windows. STAAR Alternate 2 secure materials may be checked in and out multiple times during the preview and testing windows. Materials must be checked in and out on a daily basis. All materials must be returned to the campus coordinator at the end of each day and kept in locked, secure storage throughout the day when not in use. Complete a new row each time secure materials are checked in and out.

The test administrator's initials in the "Out" boxes signify that they have received the secure materials assigned to them and that they have signed the security oath. A test administrator should not initial this form if the information on it is incorrect.

Missing secure materials must be located before the campus coordinator initials the "In" box. If missing secure materials cannot be located, the campus coordinator should immediately contact the district coordinator.

Campus Name ________________________________ Campus Coordinator ____

Test Administrator ____

DATE	SECURE MATERIALS DESCRIPTION (e.g., Grade 3 Math Test Booklets)	TOTAL # OF BOOKLETS	RANGE OF SECURITY NUMBERS CODED ON SECURE MATERIALS	TIME OUT	TEST ADMINISTRATOR INITIALS	TIME IN	CAMPUS COORDINATOR INITIALS

Duplicate this form as necessary.

Prepare for Online Activities

DC CC Plan for online activities.

☐ Understand Responsibilities of Technology Staff and Test Administrators for Online Activities

- For an overview of the steps involved in setting up and implementing online activities, review the *Assessment Management System User's Guide*.
- Technology staff must
  - be familiar with the technology documents found on the Texas Assessment Technology Information webpage and the hardware and software requirements for online testing, and
  - be available for assistance during test administrations to address technology problems.
- Test administrators will follow campus coordinator instructions to
  - set up and manage test sessions,
  - update student demographic information in the Assessment Management System,
  - transcribe student scoring information into an online transcription form,
  - maintain test security, and
  - make selections in the Assessment Management System to indicate score code and accommodations.

DC CC Create user accounts for campus personnel and technology staff.

☐ Create Role-Specific Accounts

- District or campus coordinators are responsible for confirming that user accounts are created for the appropriate testing staff.
- Users are assigned one or more roles. Refer to the User Roles and Permissions for the Assessment Management System document for a complete description of roles and associated permissions.
- All staff members accessing the Assessment Management System must be issued a username.

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Texas Assessment Technology Information

Assessment Management System User's Guide

User Roles and Permissions for the STAAR Alternate 2 Assessment Management System

NOTES

Minimum System Requirements

Texas Assessment Technology Information

DC CC Ensure that testing infrastructure is in place and that the test delivery system is configured; conduct test of online testing system.

☐ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place

The Minimum System Requirements document provides a listing of minimum and recommended levels of functionality for network connectivity and devices, Internet browser setup, TestNav configuration, and hardware and software requirements.

Technology staff must

- coordinate with the district coordinator to ensure successful online activities;
- ensure that the network infrastructure and computers meet the minimum system requirements;
- review applicable technology documents accessible from the Texas Assessment Technology Information webpage;
- disable any automatically launching applications such as screensavers, scheduled virus scans, email notification alerts, detectors, instant messaging programs, and power management software on laptops warning of low battery levels;
- follow instructions in the *Assessment Management System User's Guide* regarding firewalls and content filters; and
- confirm that the network is secure if using a wireless network.

Contact the Customer Service Center at 800-627-0225 if you require technical assistance.

☐ Ensure That Technology Staff Have Downloaded and Installed Software and Tools for Online Activities

- Purge all test information cached using the previously installed proctor caching software.
- Remove all previously installed TestNav and proctor caching software from all server and local installation areas.
- After removing old software, install new software and tools prior to testing:
    - proctor caching software
    - *Proctor Caching Testing* tool

Proctor caching is required when conducting an online administration.

- Detailed information about the software and tools can be found in the *Assessment Management System User's Guide*.

☐ Coordinate and Conduct System Checks

There are tools available for technology staff to check the functionality of the TestNav configuration and proctor caching software required for online testing. Technology staff should perform these tests well in advance of administrations to ensure successful test delivery, particularly if your campus is new to online testing. Keep in mind that any updates or patches applied to operating systems or software required for online testing may affect the results of previous system checks. Do not make any technology changes during an online testing administration, including applying software patches.

- TestNav delivery system. The browser-based version of TestNav may be accessed by launching a browser and entering the URL. The installable versions of TestNav may be accessed by starting the TestNav app and choosing the correct test. For specific TestNav information, refer to the *Assessment Management System User's Guide*.
- *Proctor Caching Testing* tool. Use this tool to check the functionality of the proctor caching software. This practice test simulates a live test and can also be used to check the functionality of TestNav.

Technology staff should be available for assistance should a technical problem arise.

Assessment Management System User's Guide

DC CC

Coordinate the review and updating of student data for the STAAR Alternate 2 administration.

☐ Enter or Upload Student Data

There are two options for entering student data to the Assessment Management System.

- Districts may upload student data using a file created locally.
- Districts may enter student data manually.

If you are using a locally created file, be sure to upload student data early enough to allow two weeks for verification.

Assessment Management System

Assessment Management System User's Guide

Notify campus coordinators that the files are ready for verification and updating. For more information concerning the student data file layout and a template for data file uploads, refer to the Technology Systems and Supports webpage. For more information concerning uploading student data, refer to the *Assessment Management System User's Guide*.

DC CC Manage assessments of students who move.

☐ Manage Assessments of Students Who Enroll AFTER April 4

- Students who move to a new campus or district after the first day of the STAAR Alternate 2 testing window do not have to be tested.
- The receiving campus can place the student in the appropriate test sessions, mark the tests complete, and assign an "O" score code to the tests. Document the reason for the score code at the local level.

CC Verify and update student data elements.

☐ Download Files for Data Verification

District coordinators will notify you by email that the campus files are ready.

- Request your registration files through the Assessment Management System.
- You will receive a notification email that the file is ready to be viewed.
- Ensure that you retrieve your student registration files in time to allow at least two weeks for data verification.

☐ Verify Student Data Elements

- Ensure that all students taking the assessment have been included in the Assessment Management System.
- Data must be included and verified even for enrolled students who are not assessed due to absence, ARD decision, or testing irregularities.
- Ensure the accuracy and completeness of all data in the Assessment Management System.
  - Program information should reflect the student's status at the time of testing.
  - Current information should be provided if the student is new to the district.
  - Current information should be provided if the student's program information or demographic information has changed since the October 2015 PEIMS submission.

- If a demographic or program information field is left blank, data from the October 2015 PEIMS submission will be used to complete the field. If this is not possible, data from blank fields will be aggregated and reported as “No information provided” for that element.

DC CC Oversee test session details.

☐ Ensure That Test Sessions Are Created

- Once STAAR Alternate 2 tests are administered, testing personnel must enter student scoring information into an online transcription form in TestNav. Testing personnel entering student scoring information must have been trained and have a signed oath on file.
- In order to transcribe scoring information into TestNav, students must be assigned to test sessions.
- Test sessions are electronic groupings of students that are specific to each grade, subject, course, and test form number. Specific instructions for creating test sessions can be found in the *Assessment Management System User’s Guide*.
- Campus coordinators should create test sessions at least one to two weeks before testing.
- Technology staff should be involved in the test session setup in order to understand the interaction between TestNav and test session management activities in the Assessment Management System.

Assessment Management System User’s Guide

Assessment Management System

The correct test form number must be selected when creating test sessions. Make sure to verify the form number for a test before adding students to a test session or starting a test session.

☐ Ensure That Student Test Tickets Are Generated and Printed Before Transcribing Scoring Information

- Student test tickets contain a unique username and password needed to log in to TestNav to transcribe scoring information for an assessment.

Monitor Administration

DC CC Maintain testing environment and procedures.

☐ Ensure Proper Testing Environment

- Campus coordinators should work with principals to meet the following conditions:
  - No element of the testing room environment should hinder any student's performance.
  - A "Testing—Do Not Disturb" sign should be posted outside the testing room.
  - Bulletin boards and instructional displays that could aid students during testing must be covered or removed.
  - Clocks (either analog or digital) in the testing room do not have to be covered or removed.
  - All desks used for testing must be cleared of books and other materials not required for the test.

Proper Testing Procedures

Problems and Solutions

☐ Ensure Proper Testing Procedures

- All of the pertinent information on testing procedures is included in this manual and in the Proper Testing Procedures document, available online.
- Districts are required to have procedures in place to prevent the use of cell phones and personal electronic devices during test administrations. Electronic devices with Internet or photographic capabilities can disrupt the testing environment and compromise the security and confidentiality of the test.
- Test administrators should verify that students have access only to allowable materials.

☐ Answer Questions and Resolve Problems

- District and campus coordinators should become familiar with problems that could arise during testing and be available to respond to concerns from test administrators. Refer to the Problems and Solutions document for more information.
- If a defect is discovered (e.g., missing questions or pages) in the student booklet, the student should be given a new student booklet with which to continue testing. The new booklet must have the same form number as the original booklet; otherwise, the student's answers will not be scored correctly. Please report any defective student booklets to the TEA's Student Assessment Division.

- In the event of a schoolwide emergency that causes a disruption in testing, ensuring the safety of students is top priority. Students should follow the school's regulations for a schoolwide emergency. Test administrators should collect the test materials and keep the materials secure until the testing can be continued.

  If the emergency prevents students from resuming testing, the district coordinator should call the TEA's Student Assessment Division at 512-463-9536 for guidance on how to proceed.

- In certain circumstances, or in order to best serve students receiving accommodations, it may be necessary for students to move to another testing room. Test administrators and campus personnel must ensure a proper testing environment in the new location and maintain proper testing procedures during the transition.

Complete Administration Process

CC Direct the collection of materials from test administrators.

☐ Confirm That Test Administrators Have Followed Procedures for Returning Test Materials

- Prior to returning materials, test administrators must account for all student booklets and secure STAAR Alternate 2 test administrator manuals.
- Once the testing window has closed, ensure that test administrators have returned the following to the campus coordinator:
  - used and unused student booklets
  - secure STAAR Alternate 2 test administrator manuals
  - STAAR Alternate 2 Scoring Documents
  - photocopies of secure test materials, if used
  - student test tickets

☐ Use the STAAR Alternate 2 Materials Control Form to Account for Student Booklets

STAAR Alternate 2 Materials Control Form

- Check the security numbers of each set of student booklets against the security number range assigned to a particular test administrator. The campus coordinator must initial the “IN” box of the STAAR Alternate 2 Materials Control Form, verifying that all secure materials have been returned.
- Retain your STAAR Alternate 2 Materials Control Forms for your records.

☐ Ensure That Test Administrators Have Signed and Returned Security Oaths

- Test administrators who have had authorization to view secure assessments in order to provide an approved accommodation must also sign the second part of the security oath if they did not do so during training.

CC Return nonscorable materials to district coordinator.

☐ Return Nonscorable Materials

- Keep all nonscorable materials in locked storage until they are returned.

- Return nonscorable materials either in the boxes in which they arrived or in boxes of similar strength.
- The following nonscorable materials need to be returned:
  - STAAR Alternate 2 Scoring Documents
  - student booklets grouped by grade for grades 3–8
  - student booklets grouped by course for EOC assessments
  - secure STAAR Alternate 2 test administrator manuals
  - photocopies of secure test materials, if used
- The following nonscorable materials do not need to be returned:
  - unused paper bands
  - packing lists or assembly identification sheets (save as appropriate)
  - allowed supplemental aids

DC

Direct the collection and return of nonscorable materials.

☐ Collect Nonscorable Materials

- STAAR Alternate 2 Scoring Documents
- student booklets grouped by grade for grades 3–8
- student booklets grouped by course for EOC assessments
- secure STAAR Alternate 2 test administrator manuals
- photocopies of secure test materials, if used

☐ Prepare Nonscorable Materials for Shipping

- Return nonscorable materials by dates indicated on the Calendar of Events.

Calendar of Events

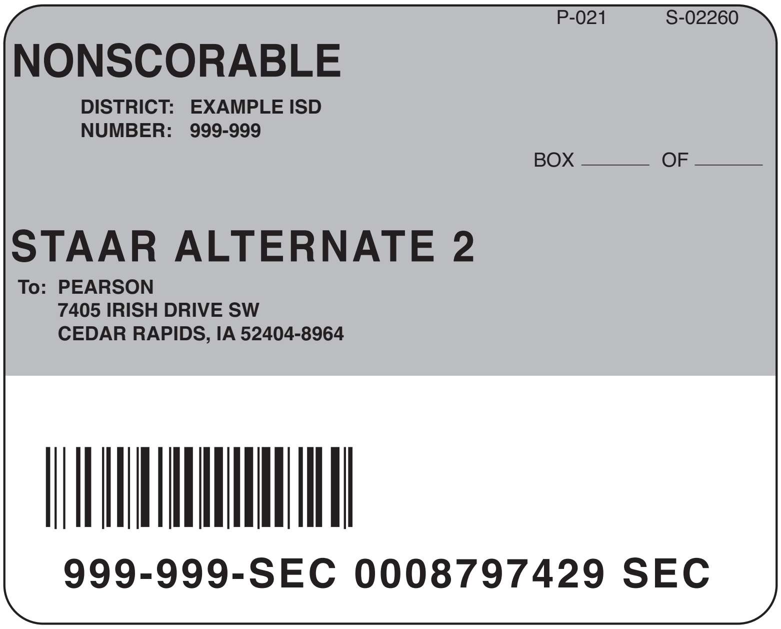
☐ Pack Nonscorable Materials

- Pack STAAR Alternate 2 materials either by campus or by district. If you are packing by campus, be sure that all the materials for a single campus are grouped together and packed in the box before adding materials from another campus.
- Do not mix STAAR Alternate 2 materials with STAAR or TELPAS materials in the same shipment.

☐ Complete NONSCORABLE Shipping Label for Each Box

- NONSCORABLE shipping labels are specific to each administration.

- Verify district name and county-district number on labels. If the information is incorrect, cross it out and print the correct information clearly.
- In the space on the labels, number each box of nonscorable materials in sequence (e.g., 1 of 3, 2 of 3, 3 of 3).



P-021 S-02260

NONSCORABLE

DISTRICT: EXAMPLE ISD
NUMBER: 999-999

BOX ______ OF ______

STAAR ALTERNATE 2

To: PEARSON
7405 IRISH DRIVE SW
CEDAR RAPIDS, IA 52404-8964

999-999-SEC 0008797429 SEC

☐ Seal the Boxes Securely, and Affix the Nonscorable Shipping Labels to the Boxes

- Make sure that the original box labels are removed or covered.

☐ Call Carrier for Pickup of Nonscorable Materials

- Contact the carrier two working days before the pickup date to request that your nonscorable materials be collected and returned to the address printed on your NONSCORABLE shipping labels.

Districts are required to maintain shipping records for five years.

DC Order additional reports for the district.

☐ Order Additional Reports

- Instructions on how to order additional reports can be found in the *Assessment Management System User's Guide*.

CC Return oaths.

☐ Return Signed Security Oaths from Campus Coordinator and Principal to District Coordinator

- Return oaths after administrations are complete for the calendar year. If your campus conducts online and paper administrations, return these oaths after you have returned the last scorable and nonscorable materials for your campus for the calendar year.

DC Ensure security oaths are signed and returned.

☐ Ensure That Campus Coordinators and Principals Have Submitted Security Oaths

- Keep oaths on file for five years from the last day of testing.
- Do not mail the test administrator, campus coordinator, or principal oaths to the testing contractor.

☐ Return Oaths from District Coordinator and Superintendent/Chief Administrative Officer to Testing Contractor

- Sign and initial your district coordinator security oath.
- Ensure that the superintendent/chief administrative officer has signed and initialed an oath.
- **NOTE**: The coordinator, principal, and superintendent oaths cover all assessment programs for the calendar year and are only required to be signed once.

After all testing for the calendar year is completed, return the district coordinator and superintendent oaths to the contractor in the white district documents box provided with the STAAR materials.

NOTES

Assessment Management System User's Guide

Oaths

Complete Online Activities

Ensure that student records are verified.

☐ Verify That Test Administrators Have Appropriately Entered Student Responses Into the Assessment Management System

- Ensure that all eligible students have been placed into test sessions and the appropriate tests have been completed.

Assessment Management System User's Guide

Assessment Management System

☐ Ensure That Score Codes and Student Records Are Completed

- STAAR Alternate 2 grades 3–8 and EOC score codes and student information will be managed and recorded through the Assessment Management System for all online activities.
- A student's transcribed scoring information is automatically scored when the ***Final Submit*** button is clicked at the end of the test. It is not necessary to make a selection in the Score Code menu for data to be scored.
- If a student does not participate in the test, one of the following "do not score" designations must be selected when marking the student's test complete. Refer to the *Assessment Management System User's Guide* for how to mark a student's test complete.

A = Absent

The student is absent throughout the testing window. A student should not be marked absent if the student was absent on the testing days but also fits one of the score designations below.

M = Medical Exception

The student is unable to participate meaningfully in the STAAR Alternate 2 assessment on the basis of the student's medical condition, as determined by the ARD committee and documented in the student's IEP. A decision not to assess a student should be rare. Students that are medically fragile and cannot attend to or tolerate any academic interaction can qualify for a medical exception for the following circumstances.

- The student is in the final stages of a terminal or degenerative illness.
- The student is receiving extensive short-term medical treatment due to a medical emergency or serious injury in an accident.

- The student is unable to interact with peers or staff without risk of infection or contamination to him/herself or others.
- The student is receiving non-academic homebound services due to medical issues and does not receive academic instruction.

N = No Authentic Academic Response (NAAR)

The student is unable to participate meaningfully in the STAAR Alternate 2 assessment on the basis of the student's disability, resulting in the inability to make an authentic academic response to stimuli presented in the test booklet, as determined by the ARD committee and documented in the student's IEP. A decision not to assess a student should be rare. Students who are not able to respond authentically to any verbal, visual, or tactile stimuli during academic instruction due to level of cognition rather than a medical condition can qualify for a NAAR exception for the following circumstances.

- The student does not show any observable reaction to a specific stimuli.
- The student exhibits only startle responses.
- The student tracks or fixates on objects at random and not for a purpose.
- The student moves or responds only to internal stimuli.
- The student vocalizes intermittently regardless of changes in the environment around him or her.
- The student with multiple impairments is unable to receive any visual, auditory, or tactile information during the assessment.

O = Other Student Not to Be Scored

The student experiences a test administration irregularity or illness during testing.

- **NOTE:** A district is required to provide testing opportunities to all eligible students who are in attendance during the administration of a test. Students who are eligible for STAAR Alternate 2 must have the test submitted with the appropriate score code.

☐ Verify Accommodation Categories

Test administrators or other campus personnel will complete the accommodations information for each assessment after the student performance data has been transcribed. The following types of accommodations are allowable for STAAR Alternate 2.

- **Color or Highlight**—color or highlight stimulus images or answer choices
- **Color Overlays**—place color overlays on images or text
- **Photocopy or Cut Out**—photocopy and cut out stimulus images from the student booklet (can be affixed to appropriate presentation media, e.g., easels, poster board, card stock, etc.)

NOTES

- **Photographs or Objects**—pair images or text in student's booklet with photographs of the same objects, real objects of the same content, or picture representations
- **Textured Materials**—attach textured materials to images in the student's booklet
- **Demonstrate**—demonstrate concepts or relationships in images
- **Raise or Darken Outline**—raise or darken the outline of drawings in stimulus images
- **Enlarge**—enlarge images with magnification devices, photocopying, or computer magnification programs
- **Braille**—add braille labels to images or provide text in braille
- **Describe Images**—describe images for students with visual impairments
- **Presentation**—provide stimulus on separate paper presented one at a time
- **Isolate Images**—cover or isolate each image until it is addressed
- **Picture Representations**—use routine picture representations for key words in verbal directions to the student
- **Calculator**—use calculator to arrive at response
- **Reread Text**—reread sections of the text as requested by the student
- **Provide structured reminders**—use personal timers, token systems, color-coded or handwritten reminders, or visual schedules

Refer to the STAAR Alternate 2 Resources webpage for detailed information regarding accommodations for STAAR Alternate 2.

If score codes and student records are not completed or are inaccurate, refer to the *Assessment Management System User's Guide*.

STAAR Alternate 2 Resources

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